



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Samantha Fields
Mayor's Office of Legislative Counsel and Government Affairs

Date: 10/05/2015

Re: Request for Information from Annual Appropriation Committee Hearing

Ref ID: 33-1

The attached information is in response to questions posed at our department's hearing on September 30, 2015 to discuss the proposed 2016 budget.

Alderman Reboyras asked for information relating to DHR's Human Resource Board Police Officer Appeals for the candidate pools of 2010 and 2013, including the total number of cases that were overturned by the Human Resource Board.

Please see the attached document which summarizes the requested information.

As always, please let me know if you have any further questions.

CITY OF CHICAGO
HUMAN RESOURCES BOARD
BACKGROUND INVESTIGATION REJECTIONS
2010 – YEAR END

18 - POLICE OFFICER CANDIDATES REMOVED FROM ELIGIBILITY LIST

22 - POLICE OFFICER CANDIDATES RETURNED TO ELIGIBILITY LIST

3 – APPEALS WITHDRAWN

TOTAL CASES – 43

CITY OF CHICAGO
HUMAN RESOURCES BOARD
BACKGROUND INVESTIGATION REJECTIONS
2013 – YEAR END

16 - POLICE OFFICER CANDIDATES REMOVED FROM ELIGIBILITY LIST

21 - POLICE OFFICER CANDIDATES RETURNED TO ELIGIBILITY LIST

2 – APPEALS WITHDRAWN

TOTAL CASES – 39



DEPARTMENT OF HUMAN RESOURCES

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From: Soo Choi
Commissioner
Department of Human Resources

CC: Samantha Fields
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 5, 2015

Re: Request for Information from Annual Appropriation Committee Hearing

Ref ID: 33-04 Contractual Services

The attached information is in response to questions posed at our department's hearing on September 30, 2015 to discuss the proposed 2016 budget.

Alderman Moore asked for information relating to its contractual services budget.

Please see the attachment for the requested information.

As always, please let me know if you have any further questions.

121 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60602

**291-A JUSTIFICATION
COUNCIL APPR**

Dept: 033 DEPARTMENT OF HUMAN RESOURCES
Fund: 0100 CORPORATE FUND

Account	COUNCIL APPR	Program Item Description	Justification	Pri	Dept Use	Item Amt	Program Amt
0140	2005	HUMAN RESOURCES					
		PROFESSIONAL AND TECHNICAL SERVICES					37,503
	274,478	020B FINANCE AND ADMINISTRATION					
		1. PROFESSIONAL SERVICES	IRON MOUNTAIN DOCUMENT STORAGE AT \$208.61 PER MONTH				2,503
		3. REASONABLE ACCOMMODATIONS	PURCHASE OF REASONABLE ACCOMMODATION EQUIPMENT				35,000
		020C PERSONNEL BOARD					107,000
		1. PROF SERVICES - HEARING OFF	HEARING OFFICERS AT \$60 PER HOUR				90,000
		2. PROF SERVICES - CHIEF HEAR OFF	CHIEF HEARING OFFICER				17,000
		022A CLASSIFICATION AND APPLICATION SERVICES					117,475
		1. FINGERPRINTING SERVICES	ACCURATE CONTRACT				25,000
		2. BACKGROUND CHECKS	BACKGROUND CHECKS FOR NEW EMPLOYEES				92,475
		023A RECORDS MANAGEMENT					12,500
		1. PROF SERVICES	DRIVERS LICENSE VARIFICATION				6,000
		2. EXAM SCANNING MACHINE	SCANNING MACHINE FOR TESTING EXAMS				6,500

**291-A JUSTIFICATION
COUNCIL APPR**

Dept: 033 DEPARTMENT OF HUMAN RESOURCES
Fund: 0200 WATER FUND

Account	COUNCIL APPR	Program Item Description	Justification	Pri	Dept Use	Item Amt	Program Amt
0140	PROFESSIONAL AND TECHNICAL SERVICES	022A CLASSIFICATION AND APPLICATION SERVICES					4,460
		1. FINGERPRINTING SERVICES	FINGERPRINTING FOR WATER DEPARTMENT HIRES				4,460

**291-A JUSTIFICATION
COUNCIL APPR**

Dept: 033 DEPARTMENT OF HUMAN RESOURCES
Fund: 0740 O HARE REVENUE FUND

Account	COUNCIL APPR	Program Item Description	Justification	Pri	Dept Use	Item Amt	Program Amt
0140	PROFESSIONAL AND TECHNICAL SERVICES	6,884 022A CLASSIFICATION AND APPLICATION SERVICES					6,884
		1. FINGERPRINTING SERVICES	FINGERPRINTING FOR AVIATION EMPLOYEES			6,884	



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Mayor's Office of Legislative Counsel and Government Affairs

Date: October 5, 2015

Re: Request for Information from Annual Appropriation Committee Hearing

Ref ID: 33-06.1 Military Make-Up Exams

The attached information is in response to questions posed at our department's hearing on September 30, 2015 to discuss the proposed 2016 budget.

Alderman Hairston asked for information related to military make-up exams, specifically how many candidates from those exams are now currently employed with the City.

There were a total of 789 applicants who participated in the military make-up exams (2010 = 593 applicants; 2013 = 196). Of these applicants, 65 are currently employed with the City.

As always, please let me know if you have any further questions.

121 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60602



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Commissioner
Department of Human Resources

CC: Samantha Fields
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 5, 2015

Re: Request for Information from Annual Appropriation Committee Hearing

Ref ID: 33-06.2 CPD Applicants

The attached information is in response to questions posed at our department's hearing on September 30, 2015 to discuss the proposed 2016 budget.

Alderman Hairston asked for information relating to the Chicago Police Department applicant demographics, eligibility list, and hires. Alderman Hairston wanted to know the Race and Gender breakdown of each group.

Please see the attached spreadsheet for the requested information.

As always, please let me know if you have any further questions.

121 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60602

Total Applicants Reported & Sat for Test PO 2010 (Note: 9,640 were invited to the test)		8,621	
Category			
	#	%	
Male	6547	75.94%	
Female	1984	23.01%	
Did not disclose	90	1.04%	
Category			
	#	%	
White	3938	45.68%	
Black or African American	1805	20.94%	
Hispanic	2388	27.70%	
Asian	321	3.72%	
American Indian or Alaskan Native	31	0.36%	
Did not disclose	138	1.60%	

Total Applicants Passed Test PO 2010		7,689	
Category			
	#	%	
Male	5886	76.55%	
Female	1719	22.36%	
Did not disclose	84	1.09%	
Category			
	#	%	
White	3690	47.99%	
Black or African American	1498	19.48%	
Hispanic	2068	26.90%	
Asian	285	3.71%	
American Indian or Alaskan Native	26	0.34%	
Did not disclose	122	1.59%	

Total Eligible Applicants PO 2010		6,428
Category		
Category	#	%
Male	4918	76.51%
Female	1413	21.98%
Did not disclose	97	1.51%
Category		
Category	#	%
White	3616	56.25%
Black or African American	1070	16.65%
Did not disclose	752	11.70%
Two of More Races	449	6.99%
American Indian or Alaskan Native	313	4.87%
Asian	208	3.24%
Native Hawaiin or Pacific Islander	20	0.31%
Category		
Hispanic or Latino	1775	27.61%
Not Hispanic or Latino	4348	67.64%
Did not disclose	305	4.74%

Total Applicants Invited to Test PO 2013 (Note: Only 14,513 showed up to take the exam)	18945	
Category		
	#	%
Male	13782	72.75%
Female	5003	26.41%
Did not disclose	160	0.84%
Category		
	#	%
White	9167	48.39%
Black or African American	4433	23.40%
Did not disclose	2416	12.75%
Two or More Races	1482	7.82%
American Indian or Alaskan Native	924	4.88%
Asian	461	2.43%
Native Hawaiian or Other Pacific Islander	62	0.33%
Category		
	#	%
Not Hispanic or Latino	12398	65.44%
Hispanic or Latino	5836	30.80%
Did not disclose	711	3.75%

Total Test Takers PO 2013 (Note: 18,945 were invited to test)		14513	
Category			
	#	%	
Male	10539	72.62%	
Female	3852	26.54%	
Did not disclose	122	0.84%	
Category			
	#	%	
White	6895	47.51%	
Black or African American	3324	22.90%	
Did not disclose	1974	13.60%	
Two or More Races	1168	8.05%	
American Indian or Alaskan Native	743	5.12%	
Asian	355	2.45%	
Native Hawaiian or Other Pacific Islander	54	0.37%	
Category			
	#	%	
Not Hispanic or Latino	9191	63.33%	
Hispanic or Latino	4754	32.76%	
Did not disclose	568	3.91%	

Total Applicants on Eligibility List for PO 2013	12,713	
Category	#	%
Male	3254	25.60%
Female	9362	73.64%
Did not disclose	97	0.76%
Category	#	%
White	6451	50.74%
Black or African American	2526	19.87%
Did not disclose	1706	13.42%
Two or More Races	1003	7.89%
American Indian or Alaskan Native	667	5.25%
Asian	321	2.52%
Native Hawaiian or Other Pacific Islander	39	0.31%
Category	#	%
Not Hispanic or Latino	8039	63.23%
Hispanic or Latino	4220	33.19%
Did not disclose	454	3.57%



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Department of Human Resources

CC: Samantha Fields
Mayor's Office of Legislative Counsel and Government Affairs

Date: 10/05/2015

Re: Request for Information from Annual Appropriation Committee Hearing

Ref ID: 33-6.3

The attached information is in response to questions posed at our department's hearing on September 30, 2015 to discuss the proposed 2016 budget.

Alderman Hairston asked for information relating to the Chicago Fire Department applicant demographics, eligibility list, and hires.

Please see the attached information which provides statistics on the applicants. DHR is currently working on the report to provide detail relating to the hired employees. As soon as the report is ready it will be delivered through the chair.

As always, please let me know if you have any further questions.

Total Applicants Invited to Test FF/EMT 2014	25,300	
Category		
	#	%
Male	21479	84.90%
Female	3487	13.78%
Did not disclose	334	1.32%
Category		
	#	%
White	13100	51.78%
Black or African American	5840	23.08%
Did not disclose	2955	11.68%
Two or More Races	2017	7.97%
American Indian or Alaskan Native	961	3.80%
Asian	344	1.36%
Native Hawaiian or Other Pacific Islander	83	0.33%
Category		
	#	%
Not Hispanic or Latino	17690	69.92%
Hispanic or Latino	6009	23.75%
Did not disclose	1601	6.33%



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Mayor's Office of Legislative Counsel and Government Affairs

Date: October 5, 2015

Re: Request for Information from Annual Appropriation Committee Hearing

Ref ID: 33-07 Community Groups

The attached information is in response to questions posed at our department's hearing on September 30, 2015 to discuss the proposed 2016 budget.

Alderman Villegas asked for the Department of Human Resources (DHR) to provide information relating to the list of Community groups that DHR works with.

Please see the attached list, as always, please let me know if you have any further questions.

100 Black Men of Chicago, Inc.
ABJ Community Services, Inc.
Access Living of Metropolitan Chicago
Ada S McKinley Community Services, Inc
Ada S. McKinley Community Services, Inc.
Addison Chamber of Commerce & Industry
African American Academic Network - AAAN
AgeOptions
Aging and Disability Resource Center - Suburban Cook County
Albany Park Community Center
Albany Park Community Center's Veteran's Workforce Development Department
Alexian Brothers Center for Mental Health
Alliance of Latinos and Jews
ALPFA-Association of Latino Professionals in Finance and Accounting-Northern Illinois University
Alpha Kappa Alpha Sorority, Inc.
American Academy of Art - Chicago
American Indian Center of Chicago
American Intercontinental University - Online
American Legion Illinois
American Society of Women Accountants
American Welding Society - Section 002 - Chicago
American Welding Society - Section 090 - J.A.K
Amigas Latinas
Amnesty International - Midwest Region
Anixter Center
Apna Ghar
Arab American Association of Engineers and Architects (AAAEA)
Arab American Family Services
Argosy University - Chicago
Argosy University-Sarasota
Arlington Heights Chamber of Commerce
Arlington Heights Division of Rehabilitation Services
Arlington Heights Workforce Center
Army Career and Alumni Program (ACAP) - Fort Myer
Asian American Bar Association
Asian American Cultural Center
Asian American Institute
Asian American Journalists Association - Chicago
Asian Health Coalition of Illinois
Asian Human Services, Inc.
Association House Of Chicago

Association of Latino Professionals in Finance and Accounting (ALPFA) - Chicago
Augustana College - Rock Island
Aurora Division of Rehabilitation Services
Aurora Rehabilitation & Living Center
Aurora University
Autism Society Northwest Suburban Illinois Chapter
Autism Society of Illinois
Avalon Park Division of Rehabilitation Services
Avenues To Independence
Barrington Career Center
Baton Rouge Community College
Benedictine University
Best Buddies - Illinois
Bethel Community Facility
Bettendorf Place
Between Friends
Black Data Processing Associates - Chicago
Black Hawk College
Black Hawk College - East Campus
Black United Fund of Illinois
Blackburn College
Blue Island/Pilsen IDES Office
Bolingbrook
Bolingbrook Chamber of Commerce
Bottomless Closet - Chicago
Bradley University
Breakthrough Urban Ministries - Women's Services
Burbank IDES Office
CAAALII-Coalition of African, Asian, European and Latino Immigrants of IL
California Indian Manpower Consortium -Chicago
Campus Kitchens - Northwestern University
Career Resource Center
Career Transitions Center
Carol Stream Chamber of Commerce
Carthage College
Casa Central
Casa Central - La Posada
Cathedral Shelter of Chicago
Catholic Charities - Daybreak Center
Catholic Charities of Chicago
Catholic Charities of the Archdiocese of Chicago - St. Leo Campus for Veterans

Catholic Charities of the Archdiocese of Chicago - Veteran's Employment Project
Catholic Charities Veteran Employment Program
CEDA Northwest
Center for Independence - Countryside
Centers For New Horizons, Inc
Centro Romero
Centro San Bonifacio
Chicago ADAPT
Chicago Area Gay & Lesbian Chamber of Commerce
Chicago Area Project
Chicago Career Center
Chicago Chinatown Chamber of Commerce
Chicago Commons
Chicago Cook Workforce Partnership
Chicago Heights Division of Rehabilitation Services
Chicago Heights Vet Center
Chicago House & Social Service Agency
Chicago Lighthouse-The Blind
Chicago Southland Chamber of Commerce
Chicago State University
Chicago Urban League
Chicago Vet Center
Chicago Women in Trades
Chicago Workforce Center - Mid-South
Chicago Workforce Center as Pilsen
Chicago Workforce Center Mid-South Chicago
Chicago-Kent College of Law
Chicagoland Chamber of Commerce
Chinese American Service League
Christopher House
Cicero Workforce Center
Circle Family HealthCare Network
City Colleges of Chicago
Clarke University
Coalition of Citizens with Disabilities in Illinois..
Coalition of Veterans Organizations
COFI- Community Organizing and Family Issues
College Of Dupage
College of Lake County - Women's Center
Columbus College of Art & Design
Community Career Center

Community Support Services
Community Supportive Living Systems, Inc.
Concordia University Chicago
Connect Vets
Cook County Veterans Services
Cook County-Evanston Vet Center
Corazon Community Services
Coyne College
Culinary and Business School of Kendall College
Dawson Technical Institute
Deborah's Place
Dekalb Division of Rehabilitation Services
Department of Technology and Construction Management - Illinois State University
DePaul University
Des Plaines Chamber of Commerce & Industry
DeVry University - Chicago
Disabled American Veterans - A G Tricentennial Chapter 84
Disabled American Veterans - Dupage Veterans Chapter 5
Disabled American Veterans - J H Patton Chapter #6
Disabled American Veterans - Verdun Chapter 33
Disabled American Veterans - Wht Eagle-Lgn Sq Chapter 36
Diversey IDES Office
Division of Rehabilitation Services
Division of Vocational Rehabilitation-Elkhorn
Dominican University
Downers Grove Division of Rehabilitation Services
Dress For Success - Chicago
Dress for Success Peoria
Dress for Success Worldwide - Central
DuPage Center for Independent Living
DuPage County County Veterans Services
DuPage County Vet Center
East West University
El Valor
Elgin Area Chamber of Commerce
Elgin Community College - Veteran's Career Center
Elgin Division of Rehabilitation Services
Elmhurst Chamber of Commerce and Industry
Employer and Employment Services
Employer Partnership of the Armed Forces - Darien
Envision

Equality Illinois
Erie Neighborhood House
ESGR - Employer Support of the Guard and Reserve - Springfield
Eureka College
Evanston Vet Center
Everest College - Bedford Park
Everest College - Burr Ridge
Everest College - Melrose Park
Everest College - Merrionette Park
Everest College - North Aurora
Everest College - Skokie
Family Rescue
Family Shelter Service-Chicago
Featherfirst
Frankfort Chamber of Commerce
Freedom House, Inc
Friedman Place
Garfield Workforce Center
Genesis Career Network
Goodwill Industries of Metropolitan Chicago
Governors State University
Greater Northwest Chicago Development Corporation
Greater O'Hare Association
Greater West Town Community Development Project - GWTP
Growing Home
H2D
Habilitative Systems, Inc.
Harborquest, Inc.
Harold Washington College
Harvey IDES Office
Haymarket Center
Heart of Illinois Down Syndrome Association, Inc
Heartland Community College
Helping Hand Center
Henderson County WIA Office
Hiawatha Division of Rehabilitation Services
Hispanic Housing Development
Home Services Program, District 375
Hoyleton Youth and Family Services
Hull House Assn Neighbor
HVAC Technical Institute

ICRE Wood Division of Rehabilitation Services
IDES - Lombard
IDES Burbank
IDES East 71st Street
IDES Halsted Office
IDES West Diversey
IECC - Olney Central College
IIT Armour College of Engineering
Illinois Central College
Illinois College of Engineering
Illinois Department of Employment Security - Chicago Workforce Center - Pilsen
Illinois Department of Employment Security - Workforce & Career Information
Illinois Department of Employment Security-Joliet
Illinois Department of Human Services - Evergreen..
Illinois Department of Human Services - Milwaukee..
Illinois Department of Human Services - Westcheste..
Illinois Hispanic Chamber of Commerce
Illinois Institute of Art - Schaumb
Illinois Institute of Technology - Division of Rehabilitation Services
Illinois Manufacturing Foundation
Illinois State University
Illinois Wesleyan University
Illinois workNet Center Lombard
Indiana University Kelley School of Business
Inner City Youth and Adult Foundation
Inspiration Corporation - The Employment Project
Instituto del Progreso Latino
Interfaith Refugee & Immigration Ministries
Italian-American Chamber of Commerce - Chicago
ITT Technical Institute - Chicago
ITT Technical Institute - Mount Prospect - Chicago
ITT Technical Institute - Oak Brook - Chicago
ITT Technical Institute - Orland Park - Chicago
ITT Technical Institute - Springfield
Jane Addams Resource Corporation
Jewish Vocational Service - Chicago
Jewish Vocational Services - Career Planning Cente..
Jewish Vocational Services - Northwest Suburban
Jewish Vocational Services - Skokie
Jobs For Youth - Chicago
Joliet Division of Rehabilitation Services

Joliet Job Corps Center
Judson University
Just the Beginning Foundation
JVS Chicago
Kaleidoscope
Kaleidoscope
KAN-WIN
Kendall College
Kennedy-King College
King Community Service Center
La Casa Norte
Lake County Veterans Services
Lake Forest College
Lake Land College
Lakeview College of Nursing
Lambs Farm
Latin American Chamber of Commerce
Latinos Progresando
LDA of Illinois
Leave No Veteran Behind
LEED - Local Economic & Employment Development Council
Lewis University
Life Center - Rehabilitation Institute of Chicago
Lincoln Park Chamber of Commerce
Lincoln Park Community Shelter
Lincoln Square Chamber of Commerce
Loyola University
MANA - A National Latina Organization - Chicago
Marcy-Newberry Association, Inc. - Job Training & Placement
Marine For Life - Chicago West
Maywood Chamber of Commerce
Maywood Resource Center
McHenry County College
Metropolitan Family Services
Midwest Association of Hispanic Accountants
Millikin University
Milwaukee Avenue Division of Rehabilitation Services
Milwaukee Center for Leadership Development
Milwaukee School of Engineering
Monmouth College
Morton College

Mujeres Latinas En Accion - Chicago
NAAAHR - Chicago
NAACP Chicago Southside
National Able Network
National Association for Black Veterans Chicago Chapter
National Federation of the Blind of Illinois
National Latino Education Institute
National Pipe Trades, Inc.
National Society of Hispanic MBAs - Chicago
National Women Veteran United
National-Louis University
Naval Station Great Lakes
Neighborhood Technology Resource Center
Neopolitan Lighthouse
Network of Indian Professionals - Chicago
Neumann Family Services
New Hope Center
Niles Chamber of Commerce & Industry
North Central College
North Park University
North Pulaski Division of Rehabilitation Services
Northeastern Illinois University
Northern Illinois University
Northside Workforce Center
Northwest Employment & Training Center
Northwestern College of Illinois
Northwestern University
Oak Park Vet Center
Olive Harvey College
Operation Able - Chicago
Operation Homefront of Illinois
Park Lawn Association
Partners In Progress
Paul Simon Chicago Job Corps Center
Pillars
Pilsen Workforce IDES Center
Poder Learning Center
Portage WorkOne
Porter County Veteran Services
Prairie State College
Progress Center For Independent Living

Quincy University
Rainbow House
Richard J. Daley College
Robert Morris College
Rockford Career College
Rockford College
Roosevelt University
Safer Foundation
Saint Anthony College of Nursing
Saint Xavier University
Sanford Brown Tinley Park Campus
School for Workers
Schwab Rehabilitation Services - Domestic Violence Program
Seguin Services, Inc.
SERCO, Inc.
SER-Jobs for Progress, Inc
Sheridan Career Center
SHORE Community Services
Society of American Military Engineers - Chicago
South Chicago Parents & Friends, Inc.
South Pulaski Division of Rehabilitation Services
Southeast Chicago Development Commission
Southern Illinois University - Career Services
Southern Illinois University Edwardsville - Construction Management Program
Southland Health Careers
Southwest Disabilities Services & Supports
Southwestern Illinois College
Special Ed Advocacy Center [SEAC]
Step Up Women's Network
The Arc of Northwest Indiana
The Arc of Winnebago, Boone and Ogle Counties
The ARK
The Cara Program
The Chicago Computer Society
The Chicago Dream Center
The Chicago Lighthouse
The Chicago Lighthouse For People Who Are Blind Or Visually Impaired
The Enterprising Kitchen
The Heart Of A Marine Foundation
The Inner Voice, Inc.
The Women's Center - Chicago

Thresholds
Tinley Park Chamber Of Commerce
Trilogy Behavioral Healthcare
Trinity Christian College
Trinity International University
Truman College
United Cerebral Palsy of Greater Chicago
University of Chicago
University of Illinois
University of Illinois - Springfield
University of Illinois at Chicago
University of Illinois at Urbana-Champaign
University of St. Francis
Upwardly Global - Chicago
Urban League of Champaign County
UW Madison - College of Agricultural & Life Sciences
Valparaiso University
Veterans Outreach Program
Vocamotive, Inc.
Volunteers of America
Volunteers of America - Illinois
Washburne Culinary Institute
Waubonsee Community College
Waukegan Division of Rehabilitation Services
Western DuPage Chamber of Commerce
Westside Health Authority - Employment Center
WestWood College
Westwood College Of Technology
Wheaton College
Wilberforce University
Women Employed
Women's Center - Northwestern University
Women's Resource Center - Champaign
Wood Dale Chamber of Commerce
Woodlawn Employment Center
Woodlawn IDES Office
Workforce Services - Will County
Worknet
workNet DuPage Career Center
WorkOne Gary
WorkOne Hammond

Wounded Warrior Project
Wright College
WTS-Women's Transportation Seminar-Greater Chicago Chapter
YMCA Training Alliance of Chicago
Young Nonprofit Professionals Network (YNPN) - Chicago
Youth Job Center of Evanston, Inc.
YWCA Evanston/North Shore
YWCA Metropolitan Chicago
YWCA of Northwest Indiana



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CC: Samantha Fields
Mayor's Office of Legislative Counsel and Government Affairs

Date: October 5, 2015

Re: Request for Information from Annual Appropriation Committee Hearing

Ref ID: 33-08 Employee Training

The attached information is in response to questions posed at our department's hearing on September 30, 2015 to discuss the proposed 2016 budget.

Chairman Austin asked for information relating to the list of trainings that DHR provides to City employees. Chairman Austin asked if an Equal Employment Opportunity "cheat sheet" could be developed for combatting Sexual Harassment at Aldermanic Offices.

Please see the attached document which reflects the list of trainings that is provided by DHR's Training Division. DHR is currently looking into the possibility of a "cheat sheet" that would be available for Aldermanic Offices.

As always, please let me know if you have any further questions.

121 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60602



Training & Development Division Course List

*In addition to the current course offerings listed below,
DHR's Training & Development Division creates and delivers customized presentations upon request.*

Contactors Policy	Explains the rules and procedures for the Use of Non-City Employees policy. Covers the difference between an Independent Contractor and a Common Law Employee, and how to satisfy all of the reporting requirements related to the policy.
Customer Service	Provides techniques on how to improve communication skills with both internal and external customers. Includes suggested customer service techniques for telephone calls, email and face-to-face interaction.
Financial Planning Series	In partnership with the City of Chicago Treasurer's Office, participants learn how to better understand, assess and plan for financial fitness through multiple topics such as taxes, insurance, mortgages, credit score and types of investments, to name a few.
Hiring Plan	Explains the general principles which govern hiring in the City of Chicago. Customized versions are presented for the Police and Fire Departments.
CPD Hiring Plan – Appendices D & E	In partnership with the Inspector General's Office, this training program provides Chicago Police Department staff with the information needed to successfully process Non-Bid Duty assignments and Non-Bid Unit Assignments, based on updates to the CPD Hiring Plan.
Identity Protection Act	Explains the key components of the City's policy and procedures for compliance with the Illinois Identity Protection Act. Includes day-to-day policies and procedures to comply with the Act and to assist in preventing identity theft.
Interviewing and Consensus Meetings	Provides a comprehensive overview of the City's interview process. This training covers the intake session, question development, interviewing and finally the consensus meeting (candidate selection).
Management Essentials	Explains the key components in building effective management and supervisory skills. Explores topics such as performance management, motivation, team

	development, and interpersonal communication skills.
Pre-Retirement Planning	This course covers critical factors related to retirement planning. Participants learn to prepare for financial security and the importance of health insurance, social security benefits and other issues.
Presentation Skills	Beginning with a review of the basic principles of communication and public speaking, this multi-session workshop covers techniques such as establishing audience rapport and practicing for effective delivery of presentations. Also includes presentation design techniques. Participants will give a speech at the end of each session, which will be analyzed, evaluated, and discussed by the facilitators and participants in a friendly and informal group setting.
Professionalism and Workplace Standards	This presentation provides basic principles related to communication, conduct, commitment and character as each relates to the expected standard of performance of City employees.
Progressive Discipline	Provides information to help supervisors understand and implement the progressive discipline process. Emphasizes the importance of consistent and non-discriminatory application of discipline. This course offers guidance on effective communication between managers and employees, and stresses the importance of management intervention at the first sign of trouble.
Respectful Workplace - What You Need to Know about the Equal Employment Opportunity, Violence in the Workplace and Reasonable Accommodation polices	Explains protections against discrimination, harassment, retaliation, and workplace violence stated in the City of Chicago's policies, and helps employees understand their rights and responsibilities under these policies. Participants learn how they can report potential discrimination, harassment, and workplace violence or raise questions or concerns.
Visiting Delegation Presentation	Explains the essentials of City government and Department of Human Resources processes to delegates and government officials representing various countries around the world.



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To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Samantha Fields
Mayor's Office of Legislative Counsel and Government Affairs

Date: 10/05/2015

Re: Request for Information from Annual Appropriation Committee Hearing

Ref ID: 33-9 CPD Applicants Education Requirements

The attached information is in response to questions posed at our department's hearing on September 30, 2015 to discuss the proposed 2016 budget.

Alderman Taliaferro asked for information related to the education requirements for entry level police officers in comparable cities.

Of the 50 most populous U.S. cities, 22 require a form of higher education beyond a high school diploma or G.E.D. This includes military service as a viable alternative.

Please see the attached list of cities for additional details.

As always, please let me know if you have any further questions.

121 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60602

City	Population	High School/GED	Higher Education AND/OR Military Service
New York City, NY	8,175,133	Required	Required
Los Angeles, CA	3,792,621	Required	Not Required
Chicago, IL	2,695,598	Required	Required
Houston, TX	2,099,451	Required	Required
Philadelphia, PA	1,526,006	Required	Required
Phoenix, AZ	1,445,632	Required	Not Required
San Antonio, TX	1,327,407	Required	Required
San Diego, CA	1,307,402	Required	Not Required
Dallas, TX	1,197,816	Required	Required
San Jose, CA	945,942	Required	Required
Jacksonville, FL	821,784	Required	Required
Indianapolis, IN	820,445	Required	Not Required
San Francisco, CA	805,235	Required	Not Required
Austin, TX	790,390	Required	Required
Columbus, OH	787,033	Required	Not Required
Fort Worth, TX	741,206	Required	Required
Charlotte, NC	731,424	Required	Not Required
Detroit, MI	713,777	Required	Not Required
El Paso, TX	649,121	Required	Required
Memphis, TN	646,889	Required	Required
Baltimore, MD	620,961	Required	Not Required
Boston, MA	617,594	Required	Not Required
Seattle, WA	608,660	Required	Not Required
Washington D. C., DC	601,723	Required	Required
Nashville-Davidson, TN	601,222	Required	Required
Denver, CO	600,158	Required	Not Required
Louisville, KY	597,337	Required	Required
Milwaukee, WI	594,833	Required	Not Required
Portland, OR	583,776	Required	Required
Las Vegas, NV	583,756	Required	Not Required
Oklahoma City, OK	579,999	Required	Not Required
Albuquerque, NM	545,852	Required	Required
Tucson, AZ	520,116	Required	Not Required
Fresno, CA	494,665	Required	Not Required
Sacramento, CA	466,488	Required	Required
Long Beach, CA	462,257	Required	Not Required
Kansas City, MO	459,787	Required	Not Required
Meza, AZ	439,041	Required	Not Required
Virginia Beach, VA	437,994	Required	Not Required
Atlanta, GA	420,003	Required	Not Required
Colorado Springs, CO	416,427	Required	Required
Omaha, NB	408,948	Required	Not Required
Raleigh, NC	403,892	Required	Not Required

Miami, FL	399,457	Required	Not Required
Cleveland, OH	396,815	Required	Not Required
Tulsa, OK	391,906	Required	Required
Oakland, CA	390,724	Required	Not Required
Minneapolis, MN	382,578	Required	Required
Wichita, KS	382,368	Required	Not Required
Arlinton, TX	365,438	Required	Required



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

MEMORANDUM

To: The Honorable Carrie M. Austin
Chairman, Committee on the Budget and Government Operations

From: Soo Choi
Commissioner
Department of Human Resources

CC: Samantha Fields
Mayor's Office of Legislative Counsel and Government Affairs

Date: 10/05/2015

Re: Request for Information from Annual Appropriation Committee Hearing

Ref ID: 33-10

The attached information is in response to questions posed at our department's hearing on September 30, 2015 to discuss the proposed 2016 budget.

Alderman Burnett asked for information relating to the list of trainings offered by DHR.

Please see the attachment for the requested information.

As always, please let me know if you have any further questions.



Training & Development Division Course List

*In addition to the current course offerings listed below,
DHR's Training & Development Division creates and delivers customized presentations upon request.*

Contact Policy	Explains the rules and procedures for the Use of Non-City Employees policy. Covers the difference between an Independent Contractor and a Common Law Employee, and how to satisfy all of the reporting requirements related to the policy.
Customer Service	Provides techniques on how to improve communication skills with both internal and external customers. Includes suggested customer service techniques for telephone calls, email and face-to-face interaction.
Financial Planning Series	In partnership with the City of Chicago Treasurer's Office, participants learn how to better understand, assess and plan for financial fitness through multiple topics such as taxes, insurance, mortgages, credit score and types of investments, to name a few.
Hiring Plan	Explains the general principles which govern hiring in the City of Chicago. Customized versions are presented for the Police and Fire Departments.
CPD Hiring Plan – Appendices D & E	In partnership with the Inspector General's Office, this training program provides Chicago Police Department staff with the information needed to successfully process Non-Bid Duty assignments and Non-Bid Unit Assignments, based on updates to the CPD Hiring Plan.
Identity Protection Act	Explains the key components of the City's policy and procedures for compliance with the Illinois Identity Protection Act. Includes day-to-day policies and procedures to comply with the Act and to assist in preventing identity theft.
Interviewing and Consensus Meetings	Provides a comprehensive overview of the City's interview process. This training covers the intake session, question development, interviewing and finally the consensus meeting (candidate selection).
Management Essentials	Explains the key components in building effective management and supervisory skills. Explores topics such as performance management, motivation, team

	development, and interpersonal communication skills.
Pre-Retirement Planning	This course covers critical factors related to retirement planning. Participants learn to prepare for financial security and the importance of health insurance, social security benefits and other issues.
Presentation Skills	Beginning with a review of the basic principles of communication and public speaking, this multi-session workshop covers techniques such as establishing audience rapport and practicing for effective delivery of presentations. Also includes presentation design techniques. Participants will give a speech at the end of each session, which will be analyzed, evaluated, and discussed by the facilitators and participants in a friendly and informal group setting.
Professionalism and Workplace Standards	This presentation provides basic principles related to communication, conduct, commitment and character as each relates to the expected standard of performance of City employees.
Progressive Discipline	Provides information to help supervisors understand and implement the progressive discipline process. Emphasizes the importance of consistent and non-discriminatory application of discipline. This course offers guidance on effective communication between managers and employees, and stresses the importance of management intervention at the first sign of trouble.
Respectful Workplace - What You Need to Know about the Equal Employment Opportunity, Violence in the Workplace and Reasonable Accommodation polices	Explains protections against discrimination, harassment, retaliation, and workplace violence stated in the City of Chicago's policies, and helps employees understand their rights and responsibilities under these policies. Participants learn how they can report potential discrimination, harassment, and workplace violence or raise questions or concerns.
Visiting Delegation Presentation	Explains the essentials of City government and Department of Human Resources processes to delegates and government officials representing various countries around the world.